

# ***Air Force Security Assistance and Cooperation Directorate***

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*Advancing National Security by building global partnerships one case at a time*



## **WWRS Orientation Course**

**How to gain  
WWRS access**



Jan 2015 v1

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***AFLCMC ... Providing the Warfighter's Edge***

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# Access Website

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- **Go to AFSAC Online**
  - <https://afsac.wpafb.af.mil/>
- **Click “Apply for AFSAC Online and/or SAMIS Account”**



# DD Form 2875



- <https://afsac.wpafb.af.mil/>
- Send the completed DD 2875 package (DD 2875, System Rules of Behavior, Notice and Consent, and Embassy Approval (if OCONUS)) to your CCM or Foreign Liaison Officer (FLO) dependent upon your current country procedures for form submission. Users who do not have FLO representation, or who cannot submit the form directly to their CCM may submit the form to: [afsac.computer.security.manager@us.af.mil](mailto:afsac.computer.security.manager@us.af.mil) for processing.

## Foreign National (Representative/Military/Contractor)

[Instructions](#)

[Embassy  
Approval](#)

[SAMIS](#)

[AFSAC  
Online](#)

[FETODS  
\(ITO/ETO\)](#)

Includes Foreign Nationals, Foreign representatives and Contractors employed directly by the country (I.E. Freight Forwarder employees, FLO Office employees, Embassy personnel, and any US citizen employed by a Foreign Country. Personnel located outside of the United States must forward their request for access through their Embassy in Washington DC unless AFSAC FLO has a delegation letter. Ensure you review all links to left and supply all needed information



# DD Form 2875



- <https://afsac.wpafb.af.mil/>
- Follow instructions link and send fully completed form to [afsac.computer.security.manager@us.af.mil](mailto:afsac.computer.security.manager@us.af.mil) for processing.

## U.S. Government (Civilian/Military/Contractor)

<a href="#"><u>Instructions</u></a>	
<a href="#"><u>SAMIS</u></a>	
<a href="#"><u>AFSAC Online</u></a>	Includes AFSAC and ALC employees, AF and DOD supply source employees, U.S. Government employees & Contractors which includes Security Assistance Officers (SAO's) and employees working in overseas locations such as the Logistics Support Group (LSG). Ensure you review all links to left and supply all needed information
<a href="#"><u>FETODS (ITO/ETO)</u></a>	
<a href="#"><u>CMCS</u></a>	



# DD Form 2875



- **Why do I need it?**
- **Who needs it?**
- **What is it for?**
- **How do I fill it out?**
- **What is the coordination process?**
- **E-mails accounts for the 2875, can I change?**





# DD Form 2875



- **All WWRS users must have their own account (user name/password) to gain access to reports responding to Redistribution Orders**
- **Registered POC's will receive the daily e-mail requesting action/response**
- **It is also possible to send the daily e-mail to an organization box**
- **Recommend the FLO at AFSAC have ACCOUNT access and two in country POC's**



# DD Form 2875 (continued)

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- **Important for new incoming POC's to start the process as soon as possible**
- **One user, one account (USER NAME/PASSWORD)**
- **E-mails accounts can be changed with a NEW 2875**
- **WWRS grants access currently with an AFSAC On Line account**



# Website Troubles??

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- **Please download and fill out our WWRS Troubleshooting Document if you are having problems logging onto or difficulties while logged onto the WWRS website**
- **Please fill out completely (questions 1 through 12)**
- **Send completed troubleshooting document to PMO mail box [afsac.wwrspmo@us.af.mil](mailto:afsac.wwrspmo@us.af.mil) with a brief explanation of what is happening (screen shots are strongly recommended so our programmers can see what you have seen)**





# Questions

